



Land Development Newsletter
May 2008
County of San Diego, Department of Public Works

Land Development

Rick Lantis joins Land Development

Land Development is pleased to announce Rick Lantis has accepted the position of Project Manager (South Area) in the Land Development Project Management section. PDCI's John Thomas has been graciously serving as the South Team Project Manager for the past several months during our search and selection process. We would like to thank John for his exemplary service in a very active and complex development area. John has done an excellent job of paving the way for Rick's transition.

Rick brings to the Land Development section extensive experience from the private industry including managing his own Surveying and Land Development firm. During the past year, Rick has been a Land Surveyor working under the County Surveyor. In this capacity Rick has processed Records of Survey, Certificates of Correction, and Corner Records in addition to reviewing Maps for approval by the County Surveyor. During his several years running the family engineering business, Rick's company performed a variety of engineering, surveying and land development projects throughout the County. Land Development is extremely happy to have Rick joining us, and we expect Private Industry will appreciate Rick's experience and background. Rick's new job was effective mid-April, so please welcome him into his new challenging position.

If you need to contact Rich Lantis about a project or to congratulate him, his desk phone number is (858) 495-5804 or you can email him at Richard.Lantis@sdcounty.ca.gov.

Map Modification Process

The County is making a slight change to its Map Modification Process. For years after holding a map modification hearing for changes in circumstance on many development projects, the County has been using a Certificate of Correction to retroactively change a Final Map or Parcel Map to effectuate the change. It was noted by the new County Surveyor and confirmed by County Counsel the recordation of a Certificate of Correction in these instances may be illegal under Sections 66469 and 66472.1 of the Subdivision Map Act. The map act only allows changes via a Certificate of Correction if the change does not affect a "*right, title or interest*".

To avoid any confusion in believing the original map will be changed, in the future the new process will be called a "Change in Circumstance". While retaining almost all of the original map modification process, the significant difference will be that County will now replace the Certificate of Compliance with the recordation of pre-approved separate documents directly with the recorders office (i.e. grants of easements, superseding covenants, supplemental covenants, quitclaims if the owner so desires, etc.). A public hearing will still be required under Section 66472.1.

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Procedure to Defer Private Road Improvements on Parcel Maps "Prior to Occupancy"

When private road improvements are deferred under a "Covenant of Improvements" for Parcel Maps, the property owner is prohibited from receiving development permits until the road improvements are complete and the Covenant is released. Under County Code, the property owner may request a "Prior to Occupancy (PTO)" agreement, and security may be posted/executed to allow issuance of a building permit. If a PTO agreement is executed, the private road improvements would not have to be completed until just prior to occupancy of the dwelling. Whether a PTO agreement is executed or not is at the discretion of the Director of the Department of Public Works. When private road improvements are vital to private access to the subject property or other property, deferment of the private road improvements may be denied by DPW. DPW may deny a PTO request if access is required to serve a number of parcels and/or it is required to provide access for emergency services as a health and safety matter. Upon application for a PTO by the property owner or applicant, DPW staff completes a full review of the request and advises the applicant accordingly. A copy of the PTO application is attached.

Cartographic/Counter Services

Credit Card Program

We have developed a credit card program at the Cartographic Services Counter (Carto) for the sole purpose of purchasing maps and research materials. This authorization cannot be used for any other County purchases or charges (i.e. DPW permits counter, TIF, Developer Deposits, etc.). The program requires a company to have an authorization form on file with Carto. Once activated, this form allows a company to make direct onsite charges without having to show their credit card. Purchases can also be made over the phone and via email with the proper password, wherein the materials can be picked up or mailed (at an additional expense) to the Company's address. The program will be operational by May 15, 2008. A copy of the authorization form is attached and will also be posted on the County's website. The County Surveyor has gone to great lengths to put in place security measures to protect the credit card information and its use.

Finally, as a reminder, the Cartographic Service Counter is available for research 7:00 AM – 8:00 AM, Monday through Friday. The remainder of the County services, including the DPLU cashier, will not be open for business until our regular time of 8:00 AM, but with the new credit card program, any one with an authorization form on file can check out early with Carto staff and be on their way.

Note from Terry Connors, County Surveyor

With the appointment of Rick Lantis as the new Project Manager (South Area) in the Land Development Project Management Teams section, there was a need to immediately fill his former position checking and processing Records of Survey, Certificates of Correction, and Corner Records. I am pleased to announce Todd Thomas has agreed to step up to assume Rick's duties. Todd brings extensive private industry experience to the County including previous experience managing his own Surveying firm. Todd is a Licensed Professional Land Surveyor, and during the last year, Todd has been working in DPW Cartographic Unit supervising the Survey Research counter and on-line Survey Records System. Todd will continue to work with the counter and staff but in a lesser supportive role until we can find a replacement for him.



County of San Diego

DEPARTMENT OF PUBLIC WORKS

JOHN L. SNYDER
DIRECTOR

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RICHARD E. CROMPTON
ASSISTANT DIRECTOR

PROCEDURE TO DEFER PRIVATE ROAD IMPROVEMENTS ON PARCEL MAPS "PRIOR TO OCCUPANCY"

- I. Owner provides the Department of Public Works with a written application to defer private road improvements "prior to occupancy" in order to obtain a building permit prior to the release of the improvement covenant.
- II. The request shall include:
 - A. When Section 81.706 (c) or 81.703 (b) (1) and (b) (2), or (c) (1) and (c) (2) of the County Ordinance govern the private street improvements according to the covenant for a specific parcel map:
 - (1) Separate engineer's estimate for improvement of the road easement according to the required standards, including any drainage structures.
 - (2) A registered civil engineer shall submit a sketch together with a typical x-section, **or** improvement plans, **or** grading plans (if proposed grading exceeds that allowed by the particular grading ordinance).
 - (3) Plans and hydraulic calculations for drainage structures, if required.
 - (4) Minimum \$500.00 deposit for processing request.
 - (5) Letters from proper agencies certifying water and fire protection requirements have been satisfied, **if** required in the covenant.
 - B. When San Diego County Standards for Private Streets determine the improvements according to the covenant for a specific parcel map:
 - (1) Separate engineer's estimate for the improvement of the road to the required standards, including drainage structures, if required.

(2) Improvement Plans prepared by a Registered Engineer as required by the Final Notice of Approval.

(3) Minimum deposits for the following:

\$500.00 to process request.

\$500.00 for plan checking

\$800.00 for street inspection.

(4) Letters from proper agencies certifying water and fire protection requirements have been satisfied, **if** required in the covenant.

III. Upon verification of the estimate by the Department of Public Works, the Department will prepare for the owner's execution - - -

- AGREEMENT TO IMPROVE A PRIVATE EASEMENT ROAD.
- RIGHT -OF-ENTRY AGREEMENT to be signed by all owners of property on which the improvements are to be made. The owner shall also provide proof of ownership of the individuals signing the Right-of- Entry Agreements based on County Assessor's records.
- Security in the form of CASH, BONDS, LETTER OF CREDIT, or INSTRUMENT OF CREDIT in the amount of 150% of the estimated cost of the road improvements as approved by the Department of Public Works.

Signed and notarized documents are to be returned along with a check for \$180 and a check for \$10 to process and record a release of covenant when the road improvements are completed and signed off by a County inspector.

IV. Upon satisfactory completion of the above items, the Director of Public Works will provide you with a letter to Planning and Land Use indicating that the private road improvements have been secured, and authorizing the issuance of a conditional building permit.

If you have any questions, please call **Tom MacDonald** at (858) **495 5284**.

**Application to Defer Private Road Improvements on Parcel Maps
"Prior to Occupancy"**

PM _____ TPM _____

Owner's Name _____ Phone _____

Address _____ City _____ State _____ ZIP _____

Engineer Name _____ Phone _____

Address _____ City _____ State _____ ZIP _____

Parcels to be included in Surety: 1 ____ 2 ____ 3 ____ 4 ____ Remainder Parcel ____

Reason for requesting Prior-to-Occupancy: _____:

Surety: Cash Deposit ____ Bonds ____ Letter of Credit ____ Instrument of Credit ____

Name of party to receive unused cash deposit at end of project, if other than applicant.

Name: _____

Address: _____ City _____ State _____ ZIP _____

Name of financial institution for Letter of Credit or Instrument of Credit:

Name: _____

Address: _____ City _____ State _____ ZIP _____

Owner's Signature: _____ Date _____

Application must be accompanied by the appropriate package outlined on attached PROCEDURE TO DEFER PRIVATE ROAD IMPROVEMENTS ON PARCEL MAPS "PRIOR TO OCCUPANCY"

_____ Application and cost estimate approved. Documents to be prepared.

_____ Application denied. Reason: _____

Project Manager

Date

DEPARTMENT OF PUBLIC WORKS
LAND DEVELOPMENT
FINANCIAL RESPONSIBILITY FORM

(All lines in red must be completed by LD Counter Staff)

Date: _____ PROJECT #: _____

PERMIT # _____ PERMIT TYPE: _____

OWNER:

Name: _____

Mailing Address: _____

Phone Number: _____

FINANCIAL RESPONSIBLE:

Name: _____

Mailing Address: _____

Phone Number: _____

Signature

Date

Print Name

(Entered into KIVA: Date: _____ By: _____)

New _____ Change _____



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RICHARD E. CROMPTON
ASSISTANT DIRECTOR

VISA/MC Cardholder Authorization for County of San Diego Cartographics Services purchase only.

NAME OF CARDHOLDER: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
COMPANY: _____
TELEPHONE NUMBER: _____
CREDIT CARD TYPE & #: _____ 3 digit pin # _____
EXPIRATION DATE: _____
PHONE & EMAIL PASSWORD: _____

PERSON(S) AUTHORIZED TO CHARGE ON ACCOUNT:

NAME: _____	SINGLE SALE LIMIT: \$ _____
NAME: _____	SINGLE SALE LIMIT: \$ _____
NAME: _____	SINGLE SALE LIMIT: \$ _____
NAME: _____	SINGLE SALE LIMIT: \$ _____

I, _____ hereby authorize the above listed person(s) to charge on the above referenced credit card. I further indemnify and hold harmless the County of San Diego from any and all liability, damages and lawsuits resulting from the misuse of this credit card or any misrepresentations made by the person(s) listed above in the use of this card. I further agree to notify San Diego County within 7 calendar days if the credit card is lost, stolen, or cancelled.

Signature: _____ Date: _____

Activation of this account will require the credit cardholder to present the actual card and his/her picture ID at the time the first purchase is made. Subsequent purchase may be made by authorized persons only if proper picture ID is presented or phone & email orders will require validation of the proper password.

- 1) For liability purposes, Cartographic Services staff will not perform research on behalf of private industry.
- 2) Credit card use shall be restricted to Cartographic Service purchases only.
- 3) San Diego County will keep this information secure and use it only for authorized transactions.

Call-in Phone : (858) 694-3253

Email orders to: Robert.laudy@sdcounty.ca.gov